

## **3123 - MECHANICAL INSPECTOR**

### **NATURE OF WORK**

Responsible, technical work in enforcing compliance with applicable national, state, and local laws, codes, ordinances, and regulations. Work involves reviewing construction plans and specifications and inspecting air conditioning, heating, and ventilation systems, boilers, elevators, escalators and other mechanical or hand conveyer devices. Work includes primarily field and some office duties.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Enforces relevant national, state, and local laws, codes, ordinances, and regulations by issuing warnings or writing notices of violations; follows departmental procedures of reinspection and actions required to ensure compliance.

Conducts technical field inspections of building, equipment, and installations during various phases of mechanical construction, installation, and operation.

Inspects new and existing mechanical installations such as: air conditioning, heating, ventilation systems, high and low pressure fired and un-fired vessels, elevators, escalators, and other mechanical or hand conveying devices.

Detects and investigates reported and unreported hazards, possible safety problems, and violations; determines conformity with accepted standards and approved plans.

Reviews mechanical installation plans, blueprints, specifications and materials lists to determine compliance with applicable regulations and good building and construction practices and recommends approval or rejection.

Issues permits and certifications dependent upon compliance with standards, and assists applicants in completing necessary forms.

Recommends methods, materials, equipment, and alterations to abate or eliminate conditions causing noise, vibration, or smoke; and to comply with accepted standards.

Computes fees for mechanical permits and certifications.

Determines acceptability of qualifications of contractors engaged in work relating to mechanical devices.

Testifies in court and before related boards; obtains documentation; and prepares testimony.

Reports suspected or known violations of zoning, electrical, plumbing, building, licensing, marine, fire, and planning standards to the appropriate authorities.

Prepares and maintains reports, records, and correspondence concerning mechanical enforcement and inspectional activities. Performs related work as required.

### **KNOWLEDGED, SKILLS AND ABILITIES**

Knowledge of national, state, and local laws, codes, ordinances, and regulations regarding installation, maintenance, and operation of air conditioning, heating, and ventilation systems, high and low pressure fired and un-fired vessels, elevators, escalators and other mechanical or hand conveying devices.

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Considerable knowledge of effective practices concerning cooling, heating, and ventilation systems, boilers, and conveying devices.

Some general knowledge of building design and construction.

Some general knowledge of good construction practices.

Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformity with established standards.

Ability to read, understand, explain, and apply regulations.

Ability to make technical inspections and render valid decisions.

Ability to enforce regulations tactfully, firmly, and impartially.

Ability to establish and maintain effective working relationships with other employees, agencies, and the public.

Ability to communicate effectively both verbally and in writing.

Ability to make arithmetic and statistical computations with speed and accuracy.

Ability to testify effectively in court and before related boards.

Ability to research data and originate legal documents and other instruments of law.

Ability to prepare clear and concise records, reports, correspondence, and other documentation. Ability to complete forms legibly and accurately.

### **MINIMUM REQUIREMENTS**

Have five (5) years experience as a practicing journeyman with a valid recognized Certificate of Competency as a Journeyman General or Master Mechanical from Dade County Construction Trades Qualifying Board; OR be qualified as a Specialty Mechanical Contractor qualified in accordance with Chapter 10 of the Code of Metropolitan Dade County and having five (5) years experience as such. Attain provisional certification as an inspector from the Florida Board of Building Code Administrators and Inspectors within 30 days of appointment. Attain standard certification within eighteen (18) months of appointment. Attain DCBRA Mechanical Inspector Certification within 60 days of appointment. Driver's License.

### **PHYSICAL REQUIREMENTS**

**Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Some standing, walking, moving, climbing, bending, kneeling, crawling, and reaching. Must have the physical ability to bend, crawl and climb over construction sites and within buildings. Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped.**

### **SUPERVISION RECEIVED**

General and specific assignments are received. Work is performed with considerable latitude for the use of

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independent judgement. Work is reviewed on a frequent basis and evaluated through verbal and written reports.

#### **SUPERVISION EXERCISED**

Usually none. May direct work of clerical assistants.

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